

Clarke County

Planning Commission
Regular Meeting Minutes
October 3, 2014



A regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, October 3, 2014, 2014.

ATTENDANCE

George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Randy Buckley; Scott Kreider; John Staelin; and Jon Turkel.

ABSENT:

Lee, Bouffault, Kruhm and Nelson (arrived late)

STAFF

Brandon Stidham, Planning Director; Jesse Russell, Zoning Administrator; and Debbie Bean, Recording Secretary.

CALLED TO ORDER

Chair Ohrstrom called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

The Commission voted unanimously to approve the agenda.

Yes: Buckley, Caldwell (seconded), Kreider, Ohrstrom, Staelin, and Turkel (moved)

No: No one

Absent: Bouffault, Kruhm, Lee and Nelson

APPROVAL OF MINUTES

The Commission voted to approve the briefing meeting minutes of September 2, 2014.

Yes: Buckley, Caldwell (moved), Kreider (seconded), Ohrstrom, Staelin, and Turkel

No: No one

Absent: Bouffault, Kruhm, Lee and Nelson

The Commission voted to approve the regular meeting minutes of September 5, 2014.

Yes: Buckley, Caldwell (moved), Kreider, Ohrstrom, Staelin, and Turkel (seconded)

No: No one

Absent: Bouffault, Kruhm, Lee and Nelson

Resolution of Appreciation for Chip Steinmetz

Chair Ohrstrom read the Resolution of Appreciation to the Planning Commission and thanked Mr. Steinmetz for his time and commitment to the Commission. Mr. Steinmetz was present to accept his Resolution and told the Commission that he was recently appointed to be one of two Clarke County representatives on the Board of Directors for the Shenandoah Area Agency on

Aging. He said that he enjoyed his time on the Planning Commission and said that it was a “real education”.

Commissioner Nelson entered the meeting at 9:04 a.m.

Chair Ohrstrom called for a motion of approval for the Resolution of Appreciation for Chip Steinmetz.

The Commission voted unanimously to approve the Resolution of Appreciation for Chip Steinmetz.

Yes: Buckley (seconded), Caldwell, Kreider, Nelson, Ohrstrom, Staelin (moved), and Turkel

No: No one

Absent: Bouffault, Kruhm and Lee

Subcommittee Appointments – Replacement for Chip Steinmetz

- a. Policy/CIP Subcommittee
- b. Transportation Subcommittee

Chair Ohrstrom stated that since three members of the Planning Commission are absent today we should wait until next month to vote on the Subcommittee Appointments.

Public Hearing Items

TA-14-03, Application Filing Deadlines for Special Use Permit, Zoning Map Amendment, Site Plan, and Subdivision Applications. Proposed text amendment to amend Article 5 (Special Use Permits), Article 6 (Site Development Plans), and Article 8 (Amendments) of the Zoning Ordinance and to amend Article 4 (Procedure for Subdivision Approval) of the Subdivision Ordinance. The purpose of the amendments is to create new and clarify existing procedures regarding the filing of applications for special use permits, zoning map amendments (rezonings), site plan reviews, and subdivision plat reviews. The proposed amendments would establish uniform provisions regarding mandatory pre-application meetings, determination of application completeness, and new deadlines for applicant submission of documentation prior to public hearings among other changes.

Mr. Stidham explained this request. He stated that this amendment represents several months of work with the Commission, Staff and Bob Mitchell. He gave a brief discussion of the items in the proposed amendment. He said that the purpose of this proposed amendment is to clarify existing procedures regarding the filing of applications for special use permits, zoning map amendments (rezonings), site plan reviews and subdivision plat reviews. He said that clear language has been included in these items and will make them easier to understand.

After discussion with Staff and the Commission, Chair Ohrstrom opened the public hearing.

There being no public comments, Chair Ohrstrom closed the public hearing and called for a motion.

The Commission voted to recommend approval of this proposed amendment as presented to the Board of Supervisors.

Yes: Buckley, Caldwell, Kreider, Nelson, Ohrstrom, Staelin (moved) and Turkel (seconded)

No: No one

Absent: Bouffault, Kruhm and Lee

Minor/Major Subdivisions

MS-14--01 Thomas A. & Andrea Kelleher, Jr. Request approval of a two lot Minor Subdivision for the property identified as Tax Map #26-A-107, located at 549 Ebenezer Road in the Millwood Election District zoned Forestal Open-Space Conservation (FOC).

Mr. Russell explained this request. He said the subject property will be accessed by an existing private access easement (Ratcliffe Lane) which was approved by VDOT in an earlier subdivision of the parent tract, and that a VDOT approved subdivision entrance has been installed. He stated that in addition to the existing easement, the applicant has provided a second easement measuring 50' in length, which angles off of Ratcliffe Lane along the northwestern corner of proposed Lot 5 for the purpose of continued access to Lot 2. He said that an existing private driveway is shown on the plat for Lot 2 but does not have VDOT approved sight distance. He stated that it is shown on the plat and the Deed of Dedication that this entrance cannot be used. He said that a Road Maintenance Agreement has been prepared and recorded which took in account that additional lots would be part of the agreement, although the 50' long easement stub previously described is new to the subdivision and will need to have the maintenance agreement specified in the applicant's Deed of Dedication. He said that the Health Department has approved the drainfields with reserves and well sites for both lots. After discussion with Staff and the Commission, Chair Ohrstrom called for a motion.

The Commission voted unanimously to approve this proposed request.

Yes: Buckley, Caldwell, Kreider (seconded), Nelson, Ohrstrom, Staelin and Turkel (moved)

No: No one

Absent: Bouffault, Kruhm and Lee

Board/Committee Reports

Board of Supervisors (John Staelin)

No report.

Sanitary Authority (John Staelin)

Commissioner Staelin stated that the Sanitary Authority is working to get the water tower completed.

Board of Septic & Well Appeals (John Staelin)

No report.

Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell stated that the BZA held a public hearing on a request for a 20-foot front yard variance for a proposed garage. She said that the property is located at 105 Grigsby Lane

and the owners are Jeff Grubb and Kerry Newcombe. She said the BZA approved this request on condition that a landscaping plan be submitted and reviewed by the Zoning Administrator and that the landscaping be completed before the final Certificate of Occupancy is issued.

Historic Preservation Commission (Doug Kruhm)

Mr. Stidham stated that the HPC has completed the Historic Driving and Walking Tour draft map and they are currently putting the finishing touches on it. He said that if anyone is interested in getting a copy of the map to get in touch with Alison Teetor. He stated that there was a meeting yesterday evening at the Josephine Museum regarding the proposed historic designation for Josephine.

Conservation Easement Authority (George Ohrstrom, II)

Chair Ohrstrom stated that responses were good to the summer newsletter. He said that new grants are available and we are soliciting for new applications.

Other Business

Mr. Stidham stated that the items for next month will be the update on the Capital Improvement Plan Pilot Project and an update for the DEQ permitting process for Trelleborg. He said that we are anticipating bringing the cell tower application which will be located on Allen Road to the PC to set public hearing. He stated we will be bringing some technical type text amendments as a result of the discussion with the policy committee at the Briefing meeting. He said that at the October 21st BOS meeting the BOS will be reviewing the Economic Strategic Plan for adoption. He stated that two text amendments will be before the BOS at this meeting. One amendment is for kennels and animal shelters and the other text amendment is the one on administrative land divisions.

There being no further business to come before the Planning Commission, the meeting was adjourned at 9:22 a.m.



George L. Ohrstrom, II, Chair



Brandon Stidham, Director of Planning

Minutes prepared by Debbie Bean, Recording Secretary